



Memorandum

TO: Rules Committee

FROM: Councilmember Rose Herrera

SUBJECT: See Below

DATE: May 8, 2014

APPROVE *Rosa Herrera MG* **DATE** *5/8/14*

SUBJECT: Implementation of Electronic Plan Review and Submission for Applicants to the Building and Planning Department

RECOMMENDATION:

1. Direct staff to proceed with analysis of time and cost associated with implementation of online electronic submission and review of development plans to the Planning and Building Department (Electronic Plan Review – EPR).

BACKGROUND:

While I applaud our Planning Department's move toward better efficiency in processing plan submissions to the City of San Jose, the proposed online automated intake form is only the first step in the right direction toward creating an End-to-End solution in removing the potential bottlenecks in the production of a building permit.

In cities such as Phoenix, Arizona, they have implemented an Electronic Plan Review (EPR) where they use a two-system process of creating and submitting plan review applications and making fee payments for plan review and building permits using the internet, then through another Projectdox System, applicants can upload drawings and documentation, manage drawing markups and drawing versions, receive email notifications between applicant and city prompted by completing tasks, as well as provide approved drawings for download and printing.

The benefits of submitting electronically include:

- Reduced physical trips for plan drop off/pick up and associated payments
- Reduced printing of hard copies
- Potentially improved review turnaround time through more efficient communication and non-linear plan review processes
- Reduced Administrative costs

This would require one-time funding for acquisition and deployment of necessary software.